

**FY 2016 Student Awareness of Fire Education (S.A.F.E.)  
Fire Safety House Year-End Report  
To Be Submitted By February 1, 2017**

**Name of Community /  
Fire Department:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Name of Fire Chief:** \_\_\_\_\_

**Grant Contact:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Grant Contact Email:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Instruction for Completing FY 2016 S.A.F.E. Fire Safety House and Safety House Repair  
Awards Year-End Report:**

**1. Year-End Worksheet**

A. Enter the amount of funds carried over from prior year award with extension.

**(Only If Applicable)**

B. Revenue – enter the amount of your FY16 award

C. Totals Funds Available – If there was no funds carried over from previous year, then C will be the 2016 award amount. If there were funds carried over, then C will equal that amount plus the 2016 award amount. E.G. A+B=C.

D. Expenditures – total of itemized listing of all expenditures ***(Only account for money included in grant)***

E. Year-End Balance – C minus D this amount will carry forward. If there is no funds remaining, this will be \$0. If there are funds left over, a Six Month Extension may be requested. Or the funds may be returned to:

Department of Fire Services  
Attn: Fiscal Affairs  
1 State Road  
Stow, MA 01775

Signature and Date – The budget worksheet must be signed by the fire chief who is responsible for the proper expenditure of the grant funds. **The original Budget Worksheet must be submitted. Faxed or emailed Budget Worksheets are not acceptable.**

\_\_\_\_\_  
Signature of Head of Fire Department

\_\_\_\_\_  
Date

**FY 2016 Student Awareness of Fire Education (S.A.F.E.)  
Fire Safety House and Safety House Repair Awards Year-End Report  
Year-End Worksheet**

Host Community \_\_\_\_\_

<b>A. Funds Carried Over From Prior Year w/ Extension</b>	
<b>B. Revenue – Amount of FY16 Award</b>	
<b>C. Total Funds Available (A + B)</b>	
<b>D. Expenditures – Total Funds Expended (List below)</b>	
<b>DESCRIPTION</b>	<b>COST</b>
<b>Exterior</b>	
Exterior Siding	
Windows	
Roof Line	
Entrance Steps	
Frame / Stabilizing Jacks	
Front Hitch	
Exterior Lights	
Axle / Ball-bearings	
Tires	
Battery / Carrier	
Propane Gas Cylinders	
<b>Interior</b>	
Wall Paneling	
Cabinet Doors	
Hardware Handles	
Interior Lights	
Carpet	
Window Treatments	
<b>Equipment</b>	
Smoke Machine	
Heated Door	
Fireplace Log	
Televisions	
Interior Camera	
External Loudspeakers	
9-1-1 Phone System	
Air Conditioner	
Heating Systems / Venting	
<b>Other (please describe)</b>	
<b>TOTAL</b>	
<b>E. Year-End Balance FY16 (C – D)</b>	



FY 2016 S.A.F.E Grant  
Fire Safety House  
Six-Month Extension Form

Name of Community/Fire Department: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Fire Chief: \_\_\_\_\_

Tel. Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

S.A.F.E. Program Coordinator: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please fill this form out as well as your FY 2016 S.A.F.E. Grant Year End Report with the Year-End Budget Worksheet and Head of Department Signature.

Amount of FY '16 Extension Request: \$\_\_\_\_\_

Reasons for requesting six-month extension:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Head of Fire Department

\_\_\_\_\_  
Date

**FY 2016 Student Awareness of Fire Education (S.A.F.E.)**  
**Fire Safety House Budget Extension Closeout**  
*To Be Submitted By June 30, 2017*

**Name of Community/Fire Department:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Fire Chief:** \_\_\_\_\_

**Tel. Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Extension Amount:** \$\_\_\_\_\_ **Remaining (if any):** \$\_\_\_\_\_

**Explanation of How Money Was Spent:**

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\_\_\_\_\_  
**Chief's signature**

\_\_\_\_\_  
**Date**

**Any monies still remaining as of June 30, 2017 must be returned to:**

**Department of Fire Services**  
**Attn: Fiscal Affairs**  
**1 State Road**  
**Stow, MA 01775**